



# PRINCE EDWARD ARTS SCHOLARSHIP APPLICATION PACKAGE

*Application Closing Date: May 1*

*Incorporating the former  
Premier's Centennial Arts Scholarship and Prince Edward Drama Scholarship programs.*

The Prince Edward Arts Scholarship provides funding to students who are Saskatchewan residents and who have been accepted or have applied to study or train in arts programs at accredited post-secondary institutions or recognized arts training institutions.

### CONTACT

*It is strongly recommended that applicants, particularly first-time applicants, contact the Program Consultant before preparing an application as they can clarify eligibility and program requirements, and provide advice relevant to your application.*

**Philip Adams**

**(306) 964-1164 (Saskatoon) or 1-800-667-7526**  
**padams@saskartsboard.ca**

### DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

Prince Edward Arts Scholarship  
Saskatchewan Arts Board

1355 Broad Street  
Regina, SK  
S4R 7V1

*or*

201 Avenue B South  
Saskatoon, SK  
S7M 1M3

- *Applications and support material must be delivered or postmarked on or before the application closing date.*
- *If the closing date for applications falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.*
- *Applicants are typically informed of scholarship decisions by letter no later than 90 days after the application closing date.*

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# PRINCE EDWARD ARTS SCHOLARSHIP

## PROGRAM INFORMATION

*Application Closing Date: May 1*

### Confidentiality of Information

*The personal and confidential information that an applicant provides in an application is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board and the adjudicators. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.*

***If awarded a scholarship, the recipient's name, community, project description and scholarship amount will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.***

### Scholarship Amount

**Maximum scholarship amount: Full-time studies – \$2,500  
Part-time studies – \$1,000.**

*The process for adjudicating scholarship applications is competitive and funds are limited. An application may not be funded or may not be funded for the full amount requested.*

#### Scholarship Recipients:

- **If the application is successful, a cheque for the approved scholarship amount will be released to the recipient or to the individual listed in the "Name for Cheque Issue" box on the Application Form after a signed voucher is submitted to the Arts Board and no sooner than 30 days before the beginning of the term of study.**
- **The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes to individuals for amounts received over \$500.**
- **A scholarship recipient must meet all conditions for the release of the funds and claim their scholarship within 12 months after the date of the letter notifying them of the results of their application.** If the conditions are not met and the scholarship is not claimed within this 12-month period, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient must begin the funded training or education program no later than 12 months from the start date initially approved.** If the recipient does not begin the program within this 12-month period, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient must receive approval from the Arts Board to make major changes to a funded training or education program** including modifications to dates and/or significant budget revisions. If the program is significantly changed without approval, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient is required to submit a final report to the Arts Board no later than 30 days after the end of their term of study.**
- **A scholarship recipient is required to acknowledge the Saskatchewan Arts Board's financial support** wherever possible.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the scholarship received as a result of the application.

## Eligibility

### Who can apply?

Students who meet the Arts Board's Saskatchewan Residency Requirements (*see below*) and have been accepted or have applied to any of the following programs at accredited post-secondary institutions or recognized arts training institutions:

- Undergraduate studies (full or part-time) for a career as a professional artist in any arts discipline
- Undergraduate or certificate studies (full or part-time) in applied arts (e.g., design and production in any arts discipline)
- Undergraduate or certificate studies (full or part-time) in arts administration
- Training in certificate arts programs (e.g., National Theatre School, Canada's National Ballet School or Royal Winnipeg Ballet School, etc.)
- Training in summer arts programs or other part-time arts programs (e.g., Royal Winnipeg Ballet School, Globe Theatre, Persephone Theatre and other dance, theatre, music, voice, literary and media or visual arts programs).

### Saskatchewan Residency Requirements

Applicants must:

- a) Be Canadian citizens or Permanent Resident of Canada;
- b) Be residents of Saskatchewan and have a permanent physical address in Saskatchewan;
- c) Have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this application; and
- d) Live in Saskatchewan for at least six months in a year.

Exception: An applicant who meets the criteria for Saskatchewan residency described above but is temporarily absent from the province for an arts education opportunity may be eligible to apply for a Prince Edward Arts Scholarship.

- The absence must be for no more than four years and not be recurring.
- The applicant must maintain their permanent physical address in Saskatchewan, must intend to return to the province at the end of the term and cannot receive funding for this training from the jurisdiction of their temporary residence.

**The Saskatchewan Arts Board may request additional information beyond that included in the application including proof of Saskatchewan residency.** Proof of residency is not required as part of the application but must be available on request. If requested, an applicant must be able to provide three or more documents that verify residency status. Documentation may include, but is not limited to a valid Saskatchewan Health registration card, a valid Saskatchewan driver's license, evidence of income taxes paid in the previous year as a Saskatchewan resident and/or other documentation that verifies Saskatchewan residency. If sufficient documentation is not produced upon request, the applicant is ineligible.

### Who can't apply?

- Individuals who have completed undergraduate degrees or certificate programs in their arts discipline, in their applied arts field or in arts administration.
- Applicants who have outstanding reports for any previous grant or scholarship received from the Saskatchewan Arts Board.

### What can't be funded?

- Studies in programs that are not undertaken at an accredited post-secondary institution or in a recognized training program (*if unsure about the program, seek advice from the Program Consultant*)
- Studies at the post graduate level or for work on a master's creative thesis or a MFA graduating exhibition or performance
- Private lessons

## Eligibility *(continued)*

### What can't be funded? *(continued)*

- Studies undertaken prior to the application closing date
- Applications:
  - That do not include a sample of the applicant's work
  - Delivered, postmarked or sent by courier after the application closing date
  - That are incomplete, illegible or unsigned
  - Submitted by e-mail or fax.

## Support Material

- **The support material is an important part of your application. It is shared with the adjudicators and will have a significant impact on the assessment of your application.**
- Material submitted in excess of the maximums indicated in this application package will not be forwarded to the jurors or considered during the adjudication process.
- One copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board.

All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of the extra support material after that date. The Arts Board makes every effort to handle and return support material safely however, it is not responsible for the loss of any material.

### Support material will include:

1. **Resume** (*maximum 2 pages*) – submit on 8½x11 white paper, single-sided, page numbered.  
Include a description of relevant work and experience, notable accomplishments (e.g. awards) and website URLs (*if available*).
2. **Letter of Acceptance**  
Enclose:
  - Letter of acceptance from the institution presenting the proposed program. (*If the letter is not available at the time of application, it may be submitted when it is received.*)
  - Program brochure (*if available*).
3. **Letters of Support** (*minimum 1, maximum 3*)
  - **Applications must be supported by at least one Letter of Support.** Individuals providing these must be qualified to assess the artistic merit of your work and your commitment to a career in the arts. You should choose arts instructors, mentors, or other professionals in the area in which you wish to study. To maintain confidentiality, the individual completing the Letter of Support must send the form directly to the Saskatchewan Arts Board. The Letter of Support form is included in this package (*pages 11-12*) and is available on the Arts Board's website.
  - Enclose a list of the individuals that will provide Letters of Support (*include names, e-mail addresses and/or telephone numbers*).
4. **Sample of Applicants Work**  
**Applicants are required to submit a sample of their recent work.**
  - Dance and Theatre applicants: Performance sample (*video segment – maximum 5 minutes*).
    - Theatre applicants include at least one monologue.
    - Dance applicants include at least one solo work.
  - Literary applicants: Writing sample – published or unpublished (*maximum 10 pages*).
  - Media, Film, Video applicants: Video segment (*maximum 5 minutes*) and website URL (*if available*).
  - Music applicants: Audio segment or audio/video segment (*maximum 5 minutes*).
  - Visual applicants: Digital images (*maximum 10*) and/or video segment (*maximum 5 minutes*) and website URL (*if available*).
  - Multidisciplinary applicants: Refer to the discipline requirements above for each element but *no more than 5 minutes, 10 pages or 10 images in total*.

## Support Material Technical Requirements

- Audio – mp3, wav, wma
- Moving images – Avi, Mov, Mpg, mp4
- Still images – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB
- Print – single sided, double spaced, page numbered, portrait format on 8½ x 11 paper or on a USB drive or CD in Word or PDF format (Windows)
- Submit:
  - Only 1 copy of USB drives, CDs and support material that can be scanned
  - 4 copies of items that cannot be scanned (*DVDs, brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs are readable, and still and moving images are clear
- DO NOT submit:
  - Paper documents that are double-sided as only one side of each page will be scanned and provided to the jury
  - Original works of art.

## Adjudication

***Applicants are to consider the Adjudication Criteria when developing the content of their applications.***

*For information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at [www.artsboard.sk.ca/adjudication](http://www.artsboard.sk.ca/adjudication).*

**The Saskatchewan Arts Board will rely on third party review and assessment of this application as part of its due diligence.** A panel of assessors comprised of artists and professional arts educators will assess eligible applications through a competitive process based on the following:

### Adjudication Criteria

#### ***For Artist Applicants:***

1. Artistic merit (*based on samples of work and letters of support*)
2. Potential impact of the proposed training on the applicant's career and professional practice.

#### ***For Applied Arts and Arts Administration Applicants:***

1. Potential impact of the proposed training on the applicant's career and professional practice
2. Merit of the proposed program.

**PRINCE EDWARD ARTS SCHOLARSHIP  
APPLICATION FORM**

*Application Closing Date: May 1*

FOR OFFICE USE:

ID #

Date Received:

► **Complete this form in black ink or type – DO NOT staple, clip or hole punch material or use folders** ◀

APPLICANT INFORMATION		
Applicant Legal Name		
Name for Cheque Issue (if different from above)		
Applicant Mailing Address		
Town/City	Province	Postal Code
Applicant Saskatchewan Address (if mailing address is outside the province)		
Town/City	Province	Postal Code
Phone		
Email		
Website		

The Arts Board frequently communicates information about the agency's programs and activities. In compliance with Canada's Anti-spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.

- I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

The Arts Board frequently is approached by members of the media or elected officials for contact information on successful applications. If you agree to this, please check beside the options below. If the options are not checked, your contact information will not be released.

- I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.
- I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

**DECLARATION**

I, the undersigned:

- **Certify:**
  - I have read and understand the eligibility criteria for this program and I am in compliance with the program's eligibility requirements
  - I:
    - Am a Canadian citizen OR
    - A Permanent Resident of Canada
    - Have been a Saskatchewan resident for \_\_\_\_\_ years
    - Have a permanent physical address in Saskatchewan and
    - Live and pursue my creative work and career in Saskatchewan for at least six months in a year OR
    - Am temporarily absent from the province for an arts education opportunity.
- Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form and in this application are accurate and complete.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Applicant Name (print clearly or type)*

\_\_\_\_\_  
*Signature of Parent or Guardian if Applicant is under 18 years of age*

\_\_\_\_\_  
*Parent or Guardian Name (print clearly or type)*

\_\_\_\_\_  
*Date*

**PRINCE EDWARD ARTS SCHOLARSHIP****APPLICATION FORM**

Applicant Legal Name

For Office Use: ID #

**PROGRAM INFORMATION**

SCHOLARSHIP REQUEST \$

SCHOLARSHIP TYPE *(check one)*

- Fine Arts     Applied Arts  
 Arts Administration

ART FORM *(check one)*

- Dance     Literary     Multidisciplinary  
 Media     Music     Theatre     Visual

DATES *(the study/training period)*

From

To

*(day/month/year)*FULL OR PART TIME *(check one)*

- Full Time     Part Time or Summer Program

NAME OF PROGRAM

NAME OF INSTITUTION

ADDRESS OF INSTITUTION

**APPLICANT STATEMENT****Describe** your career goals and the reasons for your choice of training program.*Use the space provided below – DO NOT write this statement on a separate page.*

Applicant Legal Name

**PROGRAM DESCRIPTION**

- Include:**
- ▶ A description of the proposed program of study
  - ▶ An explanation of why the program is an important to your artistic practice and/or career development.

Refer to the Adjudication Criteria when completing the program description (*page 5*).

*Use the space provided below – DO NOT write this statement on a separate page.*



Applicant Legal Name

PROGRAM TUITION (for the study/training period listed on page 7)

\$

**SUPPORT MATERIAL****Support Material Requirements**

*Applications and support material are scanned and provided to the jury electronically. If support material cannot be scanned, please note the number of copies of an item that must be submitted with the application (refer to support material technical requirements, page 5).*

**Enclose**

- Resume** (refer to the instructions on page 4)
- Letter of Acceptance**  
(If the letter is not available at the time of application, indicate when you expect to receive a response from the institution. Use the space below.)
  
- Program Brochure** (if available)
- List of individuals providing Letters of Support** (refer to the instructions on page 4)
- Sample of Applicant's Work** (refer to the instructions on page 4).

**Sample of Applicant's Work**

Describe your work sample. Provide as much information as possible – explain what it is, when it was produced or written, how it relates to your application, etc.

*Use the space provided below – DO NOT write this statement on a separate page.*

**Applicant Legal Name**

**Support Material List**

List the support material items included with the application.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



**PRINCE EDWARD ARTS SCHOLARSHIP**  
**LETTER OF SUPPORT**  
*Application Closing Date: May 1*

**Applicant Name:** \_\_\_\_\_

**Area of Study:**    Fine Arts    Applied Arts    Arts Administration

**Note to Assessor:**

This applicant is applying for a *Prince Edward Arts Scholarship*. This program provides scholarships to students who are Saskatchewan residents and who have been accepted or have applied to study or train in arts programs at accredited post-secondary institutions or recognized arts training institutions. The following programs are eligible:

- Undergraduate studies (full or part-time) for a career as a professional artist in any arts discipline
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*For Artist Applicants:*

- Artistic merit (*based on samples of work and letters of support*)
- Potential impact of the proposed training on the applicant's career and professional practice.

*For Applied Arts and Arts Administration Applicants:*

- Potential impact of the proposed training on the applicant's career and professional practice
- Merit of the proposed program.

**To assist the adjudication panel in its evaluation of this application, please comment on the applicant's previous work, and commitment to further learning and a career in the arts (*use the space provided on the following page*). Your comments will not be shared with the applicant and will remain confidential.**

\_\_\_\_\_  
*Name of Appraiser (please print or type)*

\_\_\_\_\_  
*Signature of Appraiser*

\_\_\_\_\_  
*Position or Occupation*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

**If you have questions, please contact the Arts Board's Program Consultant:**

***Philip Adams***  
 (306) 964-1164 (*Saskatoon*) or 1-800-667-7526 or padams@saskartsboard.ca

**Please ensure the Letter of Support is delivered, postmarked or emailed on or before the application closing date.**

**Email [pcas@saskartsboard.ca](mailto:pcas@saskartsboard.ca). Mail or deliver to:**

**Prince Edward Arts Scholarship Program**  
**Saskatchewan Arts Board**  
 1355 Broad Street                      201 Avenue B South  
 Regina, SK S4R 7V1                      Saskatoon, SK S7M 1M3

**PRINCE EDWARD ARTS SCHOLARSHIP**

**LETTER OF SUPPORT**

Applicant Name

For Office Use: ID #

Assessor Name *(please print or type)*

I have known the applicant for \_\_\_\_ months/years in my capacity as

**ASSESSOR COMMENTS**